

# ARIZONA STATE SCHOOLS FOR THE DEAF AND THE BLIND

## POSITION DESCRIPTION

POSITION TITLE: RELATED SERVICES TEAM LEADER

POSITION LOCATION: ASDB

POSITION REPORTS TO: Principal

POSITION SUPERVISES: Teachers (Communication), Nurse, LPN, Evaluation, IEP Specialist, Counselors, Family Liaison, Interpreting, Audiologist, Psychologist, Educational Diagnostician, Secretary, Instructional Assistant

MINIMUM QUALIFICATIONS: Master's degree; minimum of 5 years experience working in a program for deaf and hard of hearing children or multiply disabled deaf and hard of hearing children; National Certification; certified or the ability to be certified in one area of training (i.e., Hearing Handicapped, School Psychology) by the Arizona Department of Education; certified or the ability to be certified as a Supervisor by the Arizona Department of Education within two years of hire or placement; experience as supervisor or work leader; fluent in expressive and receptive American Sign Language.

PREFERRED QUALIFICATIONS: Experience in the administration of educational programs or related services for the deaf.

### MAJOR DUTIES AND RESPONSIBILITIES:

Supervises and evaluates educational related services staff & coordinates the educational related services functions; facilitates related services team goal-setting, planning, and decision making; assists with the identification of programmatic and staff development needs and monitors the function of related service staff in meeting these needs; provides or coordinates in service training related to school goals (i.e., IEP development, student behavior management, etc.); serves as a liaison with local special education representatives in educational programming for children referred to the school; develops and coordinates mainstreaming programs; monitors vouchering and census reporting and monitors enrollment reporting; assists with the development of tools and techniques for evaluating student progress; provides assistance to the staff in assessing curricular and programming needs; coordinates budgetary recommendations and expenditures for related services functions; participates in educational placement recommendations and decisions as appropriate; coordinates Intergovernmental agreements for programming needs; secures contractual related services through purchasing agent. Other related duties as assigned.

### KNOWLEDGE, SKILL, AND ABILITY:

Considerable knowledge of educational programming and related services functions for deaf and hard of hearing, multiply disabled children; experience with educational programming for deaf and multiply disabled children; knowledge and experience with laws pertaining to Special Education; excellent communication skills; proficient in written language; fluent in American Sign Language; excellent planning and organizational skills.

PAY PLAN: <u>Certified</u>	GRADE: <u>Open</u>	FLSA: <u>Exempt</u>	DATE: <u>Revised: 7/2006</u>
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